



City of Biggs

Agenda Item Staff Report for the Regular City Council Meeting: March 19, 2012 6:00PM

DATE: March 16, 2012
TO: Honorable Mayor and Members of the City Council
FROM: Pete Carr, City Administrator
SUBJECT: Administrator Compensation (Discussion/Action)

Council may consider adjusting the compensation of the City Administrator following the annual performance evaluation review.

Background:

The City Council in November agreed to extend the administrator employment contract an additional three years effective March 2012. The performance evaluation is a separate consideration, as is the compensation adjustment.

The Administrator/City agreement provides for annual reviews and "... compensation, incentives, benefits and expense reimbursement" which "may be adjusted during the term of this agreement conditioned upon satisfactory evaluation of his performance."

Administrator's compensation is allocated 43% to electric, 15% to water, 15% to sewer, 3% to public benefits, 2% to solid waste, 22% to general fund.

Salary

The administrator's salary is currently \$7441/mo = approximately \$89,300. City salary schedule ranges, budget, and comparable cities and districts are listed on the attached outline.

There are no cities similar to Biggs in both complexity (electric, water, sewer, and solid waste utilities) and size in Northern California. Compensation varies widely, as do incentives and benefits.

Benefits

The city currently provides the administrator, in addition to the standard employee benefits, 80 hours per year "Management Leave" in lieu of overtime pay. The city reimburses a cell phone/PDA data plan up to \$80/mo, and many costs associated with membership in an area service club. The administrator uses his personal vehicle at the standard mileage reimbursement for business travel (not including commuting). Biggs

does not match the 457 Plan (deferred comp) contributions nor pay for employer pick-up of PERS premiums.

Attachment: City Administrator Compensation Worksheet (provided separately)

Recommendation:

No formal recommendation or request is made with respect to salary.

Fiscal Impact of Recommendation:

Depends on Council decision.

Note: FY 11-12 budget assumed 3% salary increase effective March 2012.